



Pima County Community Services, Employment and Training (CSET)

REQUEST FOR PROPOSAL (RFP) NUMBER: RFP-CSET-YSY-2016-02

RFP TITLE: Youth Services

RFP PROGRAM YEAR: 2016-2017

RFP ISSUE DATE: Monday, January 25, 2016
10:00 a.m., Mountain Standard Time (MST)

RFP available for pick up at: Kino Service Center, 3rd Floor Reception Desk
CSET
2797 E. Ajo Way
Tucson, AZ 85713

RFP also available on CSET website:
<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>

RFP PROPOSAL DEADLINE: Monday, February 22, 2016, 3:00 p.m., MST

Proposal must be submitted in a sealed envelope and addressed to: Kino Service Center, 3rd Floor Reception Desk
CSET, ATTN: Anna M. Cunes
2797 E. Ajo Way
Tucson, AZ 85713

The envelope should be clearly marked on the outside with RFP information: Number, Title, Due Date and Time and Proposing Organization or Individual's Name.

OPENING OF PROPOSALS: Monday, February 22, 2016, 3:15 p.m., MST

Proposal Drop Off Location: Kino Service Center, 3rd Floor Reception Desk
CSET, ATTN: Anna M. Cunes
2797 E. Ajo Way
Tucson, AZ 85713

TECHNICAL ASSISTANCE SESSION: Monday, February 1, 2016, 3:00-5:00 p.m., MST
Session Location: Kino Service Center, 2797 E. Ajo Way
Tucson, AZ 85713

Please email questions to Anna.Cunes@pima.gov.

Addendums to this RFP may be issued at any time subsequent to the publishing of a solicitation. Addendums and Questions and Answers will be posted at <http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>.

If you download this RFP please notify Anna.Cunes@pima.gov via email to register for updates.

PUBLISH: Daily Territorial, www.pima.gov, and <http://www.arizonanonprofits.org/content/submit-partner-news>

REVIEW AND RFP COMMITTEE

RECOMMENDATIONS RELEASED: On or before, March 7, 2016, 3:00 p.m., MST

RFP CONTACT: Anna M. Cunes, 520.724.6766
Anna.Cunes@pima.gov

I. Introduction

Pima County Community Services Employment and Training Department (CSET) is requesting proposals from any private for-profit business entity, private non-profit corporation, public entity, or individual who has not been debarred or suspended to provide workforce services under this RFP. Contracts will begin between May 1, 2016 and September 1, 2016 and will be written for up to one year periods. County reserves the right to extend contracts for up to four (4) one-year periods.

II. The Workforce Investment Board (WIB)

The Pima County WIB's vision is *Quality Jobs; Quality Workers*. The WIB's current sector targets, which are periodically reviewed and modified, are Aerospace and Defense, Logistics, Health and BioScience, Emerging Technologies, Infrastructure, and Natural and Renewable Resources. All activities should be treated as work and emphasize basic work etiquette, often referred to as work ethic or soft skills. For example, basic education and work experience job-seekers are expected to treat these activities like a job—they should be punctual and call in if they are late or absent.

III. The Local One-Stop

Pima County CSET operates the One-Stop Career Center System, which is part of America's Job Centers (AJC), and is funded through various federal, state and local sources to provide workforce services to residents of Pima County. The One-Stop provides employment and training services through a number of programs to clients who range in skill from first-time job seekers, those with significant barriers to employment, to advance-degreed professionals who are seeking career changes.

IV. This RFP

The purpose of the program is to help prepare Pima County's workforce. This RFP will provide One-Stop with programs that provide work experience and applied learning to

youth, and basic education/English-as-a-Second Language (ESL)/tutoring to youth and adults in Pima County. Pima County is looking for two or three rural projects as well as urban projects. Proposals may be for summer or year-round models. It is expected that many projects will be less than \$100,000.00 (some will be significantly less). Proposers may propose multiple projects. The planning estimate for funds available is about \$1,400,000.00. It is expected that a third to half of funds will be for basic education projects.

Participants in programs must be eligible to work in the United States, will be from low-income backgrounds and may face several barriers to employment. Participants in Summer In-School Youth activities will be drawn from CSET's recruitment pool. Selected proposers will agree to accept a suitable referral from CSET's Workforce Innovation and Opportunity Act (WIOA) Youth program or other grant programs operated by CSET.

In the following areas CSET is seeking proposals to serve In-School Youth who are between the ages of 14 and 20 and have not graduated from high school.

A priority for Summer or After School Basic Education is youth who are lacking credits (for their grade level) needed to graduate, and those through academic assessment or detailed referral show a two grade or more deficiency. Each youth's file must show the academic or credit deficiency and academic gain or credit attainment (if any) obtained during the program. Basic Education proposals for In-School Youth who are behind should have agreements with principals, school districts, and or charter schools that show a collaborative effort that leads to school credit.

Work Experience for those youth who are on pace to graduate from school on-time. Files must show that the youth entering work experience is on schedule to graduate. Work experience should prepare youth for the world of work in industries that offer career pathways.

Employment oriented ESL for youth whose lack of English skills impacts academic and job attainment.

The following are areas CSET is seeking proposals to serve Out-of-School Youth (ages 16-24) or adults.

Work-based projects. Activities that link academics to work, particularly in WIB targeted sectors.

Basic Education leading to High School Equivalency (formerly GED) attainment or academic skills brush-up as preparation for vocational training or a job.

Employment oriented ESL to help job-seekers prepare for jobs.

V. Considerations

Due to the local needs of non-high school completers and those that have completed high school but need to brush up their basic skills, County has traditionally set aside some funds to serve this population.

The use of contractors allows the County One-Stop system to provide better outreach into neighborhoods. Proposers may define a general geographic area that their organization traditionally draws from for proposed activities.

If you have negotiated a cost with another County agency or a state agency for the service you have proposed through another competitive process you may not state a higher cost here.

If you receive federal, state, or other grant funds for workforce staff you may not use staff funded under those grants to instruct or case manage job-seekers funded through Pima County's General Fund unless agreement with the funder is provided in advance.

Several contracts may be awarded in each category. However, contracts will be awarded "up to," an award amount is not a guarantee of revenue to the contractor, that depends on demand.

The County fiscal year ends June 30, which is in the middle of most summer programs. Based on proposed costs and subsequent negotiations, County may pay an "enrollment" cost in one fiscal year and a "completion" cost in the next fiscal year.

A contract may be extended for up to four years and proposers should state a proposed operating cost for each subsequent year (second, third, fourth, and fifth), should the contract be renewed.

VI. Timeline (subject to change; check CSET website for updates)

RFP Release Date and Time: Monday, January 25, 2016, 10 a.m., MST

Technical Assistance Q and A Session: Monday, February 1, 2016, 3:00-5:00 p.m., MST

Questions No Longer Accepted: Friday, February 12, 2016, 3 p.m., MST

Proposal Deadline: Monday, February 22, 2016, 3:00 p.m., MST

Proposal Review Period: February 25-March 4, 2016

Committee Recommendations Due: On or before, March 7, 2016, 3:00 p.m., MST

VII. General Instructions and Application – please include one original and four copies, 3-hole punched.

A. Complete the Proposer Summary Form

Prepare a Narrative that addresses:

- 1) Experience and Credentials (5 page maximum)
- 2) Understanding Employer Needs (4 page maximum)

B. Provide one (1) original and four (4) copies for each project you are proposing to provide:

- 1) Project Detail Form
- 2) Project Narrative (no more than 10 pages)
- 3) Project Budget Detail and Budget Narrative (1-2 pages)

C. Proposal Instructions

- 1) Double-space with 12 point font.
- 2) Bind Proposal(s) with binder or paper clips.
- 3) Three-hole punch each Proposal on the left hand side.
- 4) Place original and four (4) copies in a sealed envelope or package.
- 5) The envelope or package should be clearly labeled with the following:
RFP Number, Title, Due Date and Time, and Proposing Organization or Individual's Name.

VIII. Evaluation Criteria and Selection Process

Proposals will be evaluated by a Review Committee based on the following scoring system.

Experience and Credentials (35 points)

Areas to be addressed include credentials of delivery staff; experience with workforce programs; experience with these types of activities; meeting performance objectives; working with challenged job-seeking populations. Proposer may attach a job description or résumé of service delivery staff.

Understanding Employer Needs (15 points)

Areas to be evaluated include preparation for work; career pathways; WIB priorities; issues faced by employers; skill gaps.

Methodology (30 points)

Areas to be addressed may include relevance of offerings to targeted population; reasonableness of activity; outcomes; ability to engage participants; schedules; application of laws, rules and regulations; ability to administer payment systems; relevance of activity to career pathways. Proposer may attach Sample Agreements.

Cost (20 points)

Areas to be evaluated include reasonableness of cost.

- Has your organization obtained a new procurement system in the last three years? Yes No
- Has your organization obtained a new accounting system in the last three years? Yes No
- Has your organization obtained a new management information system in the last three years? Yes No
- Has your organization had key personnel changes in the last three years? Yes No

Pima County invoice payment policy is a net-30 days after receipt. Will you be able to provide uninterrupted delivery of services under this payment schedule? Yes No

On no more than one page, please respond to the following:

1. What safeguards do you have in place to protect confidential client data?
2. What safeguards do you have in place to guard against unauthorized access of email communications with One-Stop?
3. What safeguards do you have in place to guard against unauthorized access to One-Stop information that is processed and/or stored on your computers?

For Pima County staff use only - If the proposer is a corporation is it:

- In Good Standing with the AZ Corporation Commission
Been Suspended or Debarred

To the best of my knowledge and belief, all of the information in this proposal is true and correct. The document has been authorized by the governing body of the proposer and the proposer will comply with the attached assurances if funding is awarded.

Printed name of President
or Chief Executive Officer:

Signature of President
or Chief Executive Officer:

Date:

Prepare a Narrative that addresses:

- 1) Experience and Credentials (5 page maximum)
- 2) Understanding Employer Needs (4 page maximum)

PROJECT DETAIL FORM

General Draw area for Project participants

Is this project:

Rural Urban
 Summer After School Year Round Out-of-School/Adult

Applied Learning
 Basic Education
 English as a Second Language
 Work Based Learning
 Work Experience

Legal name of the entity submitting this proposal:	
Contact Name for this Proposal:	
Contact Email:	
Contact Phone:	Fax:
Name of Project	
Total Hours per Participant:	
Number of Participants:	
Number to be Served:	
Cost to deliver services at your site: \$	

Prepared Narratives:

- 1) Project Narrative (no more than 10 pages)
- 2) Project Budget Detail and Budget Narrative (1-2 pages)

PROJECT BUDGET SUMMARY

Project less participant costs
_____ Personnel
_____ Travel
_____ Equipment
_____ Supplies
_____ Space
_____ Communications
_____ Contractual
_____ Other Operating Costs
_____ **Total less participant costs**
_____ Participant Costs

_____ **Total Project Costs 2016-17**

For projects where participants will earn minimum wage, show the following:

Total less participant costs for:

_____ 2016-17
_____ 2017-18
_____ 2018-19
_____ 2019-20
_____ 2020-21

For projects where participants will not be paid the minimum wage, show the following:

Total costs for:

_____ 2016-17

_____ 2017-18

_____ 2018-19

_____ 2019-20

_____ 2020-21

BUDGET NARRATIVE

Briefly discuss any of the following listed in your Budget.

Personnel: Show salary and fringe benefits to be paid for one sample full-time equivalent staff who will delivery services. Include programmatic supervision and/or staff support costs, if any, by detailing the cost and FTE portion of supervision and staff support. For fringe benefits indicate the rate and amount of fringe benefits. Explain what expenses make up employee benefit costs.

Travel-mileage: Indicate the amount requested for staff travel. Pima County will not reimburse mileage costs in excess of the County-approved rate (\$0.445/mile as of 01/25/16).

Equipment: Indicate the cost of non-expendable personal property that has a useful life of more than one year with a per unit cost of \$1,000 or more. Include a detailed description of equipment to be purchased with price information. Explain the purpose of the equipment as it relates to the proposed program.

Supplies: Include the cost of consumable supplies and materials to be used during the program period. Describe types of supply items to be purchased and justify the need for the items. All purchases should be made through competitive bid, state or local award or established purchasing procedures.

Communications: Budgeted costs of phone use by the staff person.

Contractual: If professional consultants/services costs are proposed in the budget, define how the costs for these services were determined and the justification for the services related to the project. This category includes evaluation services and should include who will be performing the evaluation, the type of work to be performed and how the rates are determined.

Space: Break down the rates and percentages for this project for rent, utilities, security, janitorial.

Operating Costs: Operating costs may include direct charges for: financial, accounting, auditing, contracting or general legal services; internal evaluation, including overall organization's management improvement costs; and general liability insurance that protects the organization(s) responsible for operating a project, other than insurance costs solely attributable to the project. If you use an indirect cost state here and provide the letter.

Participant Costs: Show calculations and assumptions.

IX. Supplementary Information **INSURANCE REQUIREMENTS**

Pima County in no way warrants that the minimum limits contained herein are sufficient to protect the Awardee from liabilities that might arise out of the performance of the work under this Contract by the Awardee, its agents, representatives, employees or subcontractors, and Awardee is free to purchase additional insurance.

Minimum Scope and Limits of Insurance: Awardee will provide coverage with limits of liability not less than those stated below.

Commercial General Liability – Occurrence Form

Policy must include bodily injury, property damage, personal injury and broad form contractual liability.

General Aggregate	\$2,000,000.00
Products – Completed Operations Aggregate	\$1,000,000.00
Personal and Advertising Injury	\$1,000,000.00
Blanket Contractual Liability – Written and Oral	\$1,000,000.00
Fire Legal Liability	\$ 50,000.00
Each Occurrence	\$1,000,000.00

Policy must be endorsed to **include coverage for sexual abuse and molestation.**

Policy must be endorsed to include the following additional insured language: **“Pima County is named an additional insured with respect to liability arising out of the activities performed by or on behalf of the Contractor.”**

Policy must contain a waiver of subrogation against Pima County, its departments, agencies, boards, commissions, and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

Automobile Liability

Policy must include Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL)	\$1,000,000.00
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Policy must be endorsed to include the following additional insured language: **“Pima County is named an additional insured with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor.”**

Policy must contain a waiver of subrogation against Pima County, its departments, agencies, boards, commissions and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Awardee.

Worker's Compensation and Employers' Liability

Workers' Compensation	As required by law
Employers' Liability:	
Each Accident	\$ 500,000.00
Disease – Each Employee	\$ 500,000.00
Disease – Policy Limit	\$1,000,000.00

Policy must contain a waiver of subrogation against Pima County, its departments, agencies, boards, commissions and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Awardee.

This requirement will not apply to Separately, EACH contractor or subcontractor exempt under A.R.S. 23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

Additional Insurance Requirements: All policies must contain, or be endorsed to contain, the following provisions:

Pima County, wherever additional insured status is required, will be covered to the full limits of liability purchased by Awardee, even if those limits of liability are in excess of those required by this Contract.

The Awardee's insurance coverage will be primary insurance and non-contributory with respect to all other available sources.

Coverage provided by Awardee will not be limited to the liability assumed under the indemnification provisions of this Contract.

The Project Name, Contract Number and project description must be noted on the Certificate of Insurance.

Notice of Cancellation: Each insurance policy required by the insurance provisions of this Contract must provide the required coverage and must not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to Pima County. Such notice must be sent by certified mail with Return Receipt Requested and mailed directly to the **CSET Director, Kino Service Center, 3rd Floor, 2797 E. Ajo Way, Tucson, AZ 85713.**

Acceptability of Insurers: Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an "A.M. Best" rating of not less than A-VII. The State of Arizona and County in no way warrant that the above-required minimum insurer rating is sufficient to protect the Awardee from potential insurer insolvency. All Certificates of Insurance are to be received and approved by Pima County before work commences.

Approval and Modifications: Pima County Risk Management reserves the right to review or make modifications to the insurance limits, required coverages, or

endorsements throughout the life of this contract, as deemed necessary. Such action will not require a formal Contract amendment but may be made by administrative action.

X. Contract Award Process

A. Selection of Providers

Recommendations will be made by the Review Committee and recommendations will be forward to the Pima County Board of Supervisors. Pima County reserves the right to:

1. Renew contract(s) for four (4) subsequent one-year periods if contractor's performance is good and County determines that it is in County's best interest to renew.
2. Award monies from the City of Tucson, Pima County, State of Arizona and Federal programs and other sources to contractors receiving funding under this RFP.
3. Accept or reject any or all of the applications received and to cancel in part or in its entirety this request if it is in the best interest of the County to do so.
4. Make no award.
5. Negotiate necessary adjustments in proposed costs and program activities in order to meet available funding.
6. Utilize other federal, state and local agencies and qualified local educational agencies without a competitive procurement process.
7. Direct vendors to implement changes in accordance with state or federal directives made to comply with Pima County, WIOA, OMB circulars, and applicable regulations.
8. Request a Best and Final Offer from proposers.

B. Procurement Process

The Pima County procurement process complies with applicable State and Federal requirements and Pima County's Procurement Policies. This RFP incorporates Pima County Standard Terms and Conditions. Contracts for funding awarded under this RFP shall be executed between the applicant and Pima County. Contracts shall be fee-for-service, "not-to-exceed" contracts or cost-reimbursement contracts.